



Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, FEBRUARY 27th, 2023**

Updated weekly and posted on www.llojibwe.org/jobs/llbojobs.html

Applications can be found online at: www.llojibwe.org/jobs/llbojobs.html

Mail documents to: LLBO HR – 190 Sailstar Drive NW, Cass Lake, MN 56633;

Fax documents to: 218-335-3697; **email documents to: danica.staples@llojibwe.net**

LLBO Policy: HR must receive your application and/or documents by

4:30 p.m. on the closing date, to be considered for a position.

Call 218-335-3698 or toll free 1-800-631-5528 for more information.

Due to COVID-19, interested parties are encouraged to submit employment applications and related documents via email, when possible.

THE FOLLOWING POSITION CLOSES ON MARCH 5th, 2023

Water Resources Technician II ~ DRM ~ D.O.Q ~ Job Code: 23-039

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Perform surface water quality monitoring, data collection, logging and reporting, using equipment and software specific to water quality.

Education/Experience: A minimum of AA with STEMs emphasis or AS in Natural Resource Science, Environmental Science or similar degree, or currently in final semester to obtain the aforementioned level of education required.

Duties/Responsibilities: Collect data using various water quality monitors at swimming beaches, rivers, and streams, lakes and bridges, often in remote locations. Locate and map Individual Septic Treatment Systems (ISTS). Prepare and present as requested on water quality projects in the community and professionally.

THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

Alcohol & Drug Counselor (2) ~ Human Services ~ \$22.65/hr ~ Job Code: 23-003

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Provide professional therapeutic intervention services for individuals that are misusing and/or addicted to alcohol/drugs. Must be familiar with 245G Comprehensive Assessments as well as MN Direct Access. Must be familiar and experienced with Procentive health record software.

Education/Experience: Two- year post-secondary is preferred, but a minimum of a MN LADC or UMICAD II certification. Skills in delivering family education regarding family roles, impact and recovery experience with alcohol/drugs, basic living skills, sober socialization skills and building healthy recovery-oriented relationships. Knowledgeable about Stages of Change; providing Client-Centered substance abuse treatment.

Duties/Responsibilities: Provide individual and group counseling. Provide client treatment services to include stress management, physical well-being, cultural needs, living skill development, employment search and educational exploration. Develop treatment plans, conduct weekly clinical reviews with direct care staff, provide discharge summaries, collaborate with referents in a timely manner.

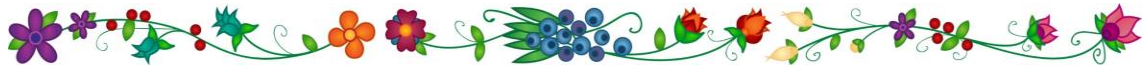
Paralegal II ~ Legal ~ D.O.Q ~ Job Code: 23-004

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Will perform paralegal work by providing assistance to support the projects, programs and goals of the Legal Division.

Education/Experience: Associate degree in Paralegal Studies or equivalent course of study required. Certificate of completion from an ABA-approved paralegal certification program of education and training, or at least five (5) years of administrative work experience is preferred. Bachelor's Degree in Law or Paralegal Studies or related field preferred.

Duties/Responsibilities: Study and research Federal Indian Law issues and cases, as needed by attorneys. Attend various court hearings involving Federal Indian law issues and cases, assisting attorneys with research. Provide administrative office support to attorneys including filing and records management, and working with the Tribal Court on matters involving the Band.



Family Support Specialist ~ Human Services ~ D.O.Q ~ Job Code: 23-005

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible to provide transportation support for clients to maintain compliance with their case plans. Will also assist program staff with day to day operations to maintain effective and efficient program services.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. At least one year of experience working with native children, youth and/or families preferred, but not required. At least one year of experience performing clerical duties preferred, but not required.

Duties/Responsibilities: Assist clients with personal support by transporting to purchase food, clothing and household items as assigned. Supervise family visitation sessions at their assigned location to ensure safety of all parties present, and to observe family, parent and child interaction. Prepare reports regarding client's contacts, client needs and client service requests and submit to Case Managers for case files.

Case Manager (2) ~ Human Services ~ D.O.Q ~ Job Code: 23-007

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for providing comprehensive case management services to children and families who are involved in, or is at risk to be in the child welfare system.

Education/Experience: Bachelor's Degree in Social Work (BSW) or other Human Services related field is required, Associate's Degree in Human Services may be considered, only if currently enrolled in an accredited post-secondary educational institute, working towards Bachelor's level degree and degree is obtained within two years. Minimum requirement is AA in Human Services Field required with Case Supervision required. Experience working with American Indian children and families is preferred. Experience in Microsoft Office applications is preferred.

Duties/Responsibilities: Coordinate services to work with the family, relatives & children in resolving family crisis situations. Provide court reports to appropriate individuals and attend court hearings involving the family. Schedule routine and/or random client drug tests when appropriate.

Mental Health Professional (4) ~ Human Services ~ D.O.Q ~ Job Code: 23-008

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for providing direct mental health services, including psychotherapy, with an emphasis on individuals and families, using various treatment modalities and skills to produce social, psychological, emotional and spiritual well-being.

Education/Experience: Master's degree in Ph.D. in psychology, Marriage & Family Therapy, Counseling, or Social Work and three (3) years' experience in the mental health field required. Must be a Licensed Psychologist (LP), Licensed Independent Clinical Social Worker (LICSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) required. Must be eligible for tribal licensure within 3 months of hire required.

Duties/Responsibilities: Complete initial assessment and reviews client history, including medical and family background and related environment. Provides comprehensive DSM standard diagnostic assessment and/or other MH diagnostic assessment type based on need and service (ie: brief, extended, etc.). Designs or collaborates with Mental health Practitioner to write individual treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client.

Mental Health Targeted Case Manager ~ Human Services ~ D.O.Q ~ Job Code: 23-009

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Will provide Mental Health Targeted Case Management services to qualifying adults and/or children. Adult mental health targeted case management (AMH-TCM) and children's mental health targeted case management (CMH-TCM) services help adults with serious and persistent mental illness (SPMI) and children with severe emotional disturbance (SED) gain access to medical, social, educational, vocational, and other necessary services connected to the person's mental health needs.

Education/Experience: Bachelor's degree in a Behavioral Science or related field from an accredited college or university and meets requirements for supervision and continuing education. Must be skilled in the process of identifying and assessing a wide range of recipient needs. Must be knowledgeable about local community resources and how to use those resources for the benefit of the recipient. Licensed Social Worker preferred. Must be able to complete Rule 79-Targeted Case Management training within one year of hire.

Duties/Responsibilities: Assists the adult and/or child and the child's family in obtaining needed mental health services by coordinating with the family and other agencies to assure collaboration of services, effectiveness of services, and continuity of care. Determines need, eligibility, and level of needed services, and provides referral to appropriate providers.



CTSS Mental Health Practitioner ~ Human Services ~ D.O.Q ~ Job Code: 23-010

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for providing rehabilitative skills training to CTSS qualifying child/adolescent clients in community and school-based settings to restore personal and social functioning to the proper developmental level. Included as part of a MN DHS certified CTSS team that provides a flexible package of mental health services to children who require varying therapeutic and rehabilitative levels of intervention.

Education/Experience: Bachelor's degree in a Behavioral Science or related field from an accredited college or university and meets requirements for supervision and continuing education with 2000 hours of documented mental health services. May also meet eligibility by meeting only one of the requirements listed: If no BA, must have completed 4000 hours of verifiable supervised experience in the delivery of services to adults or children with any of the following: mental illness, substance use disorder or emotional disturbance. A graduate student enrolled in Behavioral Sciences or related field. Has a Master's/Doctorate in Behavioral Sciences or related field.

Duties/Responsibilities: Become familiar with the Leech Lake Band of Ojibwe Human Services programs and social service and behavioral health agencies in surrounding counties. Develop rapport with guardians/parents of child client and engage the family in services and planning throughout the calendar year, as appropriate.

Mental Health Clinical Trainee (4) ~ Human Services ~ D.O.Q ~ Job Code: 23-011

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for providing direct mental health services, including psychotherapy, with an emphasis on individuals and families, using various treatment modalities and skills to produce social, psychological, emotional, and spiritual well-being, as performed under the direct clinical supervision and in consultation with qualified Mental Health Professionals.

Education/Experience: Master's degree in Psychology, Counseling, Social Work, or Marriage and Family Therapy from an accredited college or university or must be a student in a bona fide field placement or internship under a program leading to completion of the requirements for licensure as a Mental Health Professional in Minnesota.

Duties/Responsibilities: Completes initial assessment and reviews client history, including medical and family background and related environment. Provides comprehensive DSM standard diagnostic assessment and/or other MH diagnostic assessment type based on need and service.

ARMHS Mental Health Practitioner ~ Human Services ~ D.O.Q ~ Job Code: 23-012

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for instructing, assisting, and supporting adults with serious mental illness in areas such as basic living and social skills, symptom management, employment and transitioning to community living. Included as part of a MN DHS Certified program that is rehabilitative and enables recipients to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills when these abilities are impaired by the symptoms of mental illness.

Education/Experience: Bachelor's degree in a Behavioral Science or related field from an accredited college or university and meets requirements for supervision and continuing education with 2000 hours of documented mental health services. May also meet eligibility by meeting only one of the requirements listed below: If no BA, must have completed 4000 hours of verifiable supervised experience in the delivery of services to adults or children with any of the following: mental illness, substance use disorder or emotional disturbance. A graduate student enrolled in Behavioral Sciences or related field. Has a Master's/Doctorate in Behavioral Sciences or related field.

Duties/Responsibilities: Upon receiving referral, provide an in-Home/community-based assessment focusing on client's strengths & needs. Completes Functional Assessments, LOCUS Assessments, and Interpretive Summaries under the supervision of the mental health professional clinical supervisor. Develop and approve an Individual Treatment Plan (ITP) within 30 days of the ARMHS intake or start date and update the ITP every six months, at a minimum.



On-Call Crisis Response Mental Health Professional (3) ~ Human Services ~ D.O.Q ~ Job Code: 23-013

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for providing clinical consultation and direction to mental health practitioners who will be providing phone, face-to-face assessment, intervention and stabilization to both adults and children who reside on the Leech Lake Reservation who are experiencing a mental health crisis/emergency. May occasionally be responsible for providing face-to-face services as needed. Other tasks may include providing culturally observant referrals and treatment plan oversight.

Education/Experience: Master's degree in Ph.D. in psychology, Marriage & Family Therapy, Counseling, or Social Work and three (3) years' experience in the mental health field required. Must be a Licensed Psychologist (LP), Licensed Independent Clinical Social Worker (LICSW), Licensed Marriage and Family Therapist (LMFT) or Licensed Professional Clinical Counselor (LPCC). Crisis Response experience is strongly preferred.

Duties/Responsibilities: Provide clinical consultation to mental health practitioners providing face-to-face services. Be available to mental health practitioners who are responding to mental health crisis/emergencies. Provide immediate response to mental health crisis/emergencies to the Leech Lake Reservation for adults and children as needed.

On-Call Crisis Response Mental Health Practitioner (5) ~ Human Services ~ D.O.Q ~ Job Code: 23-014

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for providing direct mental health, crisis services to Leech Lake Reservation community members and families. Duties to include providing suicide prevention, assessments, intervention, critical incident debriefing and outreach services. Provide culturally based crisis response services, crisis related trainings to staff and community members, providing appropriate follow-ups with clients and being able to identify and utilize tribal and community resources.

Education/Experience: Bachelor's degree completed in Psychology, Human Services, Social Work or related field required. Must have 2,000 hours of supervised Mental Health service delivery. Must qualify as a Mental Health Practitioner. Applicant should have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. Crisis Response experience is strongly preferred.

Duties/Responsibilities: Responsible for coverage of the crisis line and responding to clients in crisis, throughout the reservation including normal business hours as well as on-call hours. Will respond directly to the location of crisis clients. Participate in multidisciplinary team meetings, present client data and solicit recommendations.

Program Accountant (2) ~ Finance ~ D.O.Q ~ Job Code: 23-015

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Provide dependable financial service to the Leech Lake Band of Ojibwe through expertise and practical procedures for processing and maintaining sound financial records.

Education/Experience: Bachelor's degree (B.S. or B.A.) in Finance or Accounting or; Two-year degree in Finance or Accounting and four years related work experience or; High School Diploma or General Education Diploma (G.E.D.) with a minimum of six years' work experience in Finance or Accounting.

Duties/Responsibilities: Assists the Accounting Team Leader in recording and maintaining accurate general ledger balances and proper recording of revenue recognition. Perform closeouts on special revenue funds to include general journal entries, disbursement vouchers, and submitting financial status reports to funding agencies. Reconcile balance sheet control accounts to subsidiary records and verify that financial statements are accurate and issued in a timely manner.\

Infant Toddler Teacher (5) ~ Education ~ \$17.20/hr ~ Job Code: 23-016

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classroom contribute to the growth and development of each child.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Enroll in and attain a Pre-School CDA within first year of employment.

Duties/Responsibilities: Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.



Infant Toddler Team Leader ~ Education ~ \$21.00/hr ~ Job Code: 23-017

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible to ensure that the classrooms contribute to the growth and development of each child. Guides the planning and implementation of a comprehensive child development program that meets or exceeds the Early Head Start Performance Standards. Responsible for the day to day operations of the Early Childhood classrooms in assigned center.

Education/Experience: Minimum of an Infant/Toddler CDA required. Must have supervisory experience within the past 2 years. Must have experience working with Infant & Toddler children.

Duties/Responsibilities: Prepare weekly online lesson plans, material needs, monthly newsletters, & calendars. Responsible for the approval of work hours, necessary adjustments and documenting reasons for adjustments in the electronic timekeeping system for all assigned staff. Work together with families to help children strengthen and preserve their language and culture, while acquiring skills needed to participate.

Infant Toddler Teacher/Family Services Advocate (2) ~ Education ~ \$17.20/hr ~ Job Code: 23-018

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Enroll in and attain an Infant/Toddler CDA within first year of employment. Possess a Family Service Certificate or obtain within the first year of employment.

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.

Pre School Teacher/Family Services Advocate (3) ~ Education ~ \$17.20/hr ~ Job Code: 23-020

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child through a holistic view.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Possess a Family Service Certificate or obtain within the first year of employment. Enroll in and attain a Pre-School CDA within first year of employment.

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.

Pre School Teacher (6) ~ Education ~ \$17.20/hr ~ Job Code: 23-021

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classroom contribute to the growth and development of each child.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Enroll in and attain a Pre-School CDA within first year of employment.

Duties/Responsibilities: Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote Headstart School Readiness Goals in lesson plans and daily activities.



Mental Health Professional ~ Education ~ D.O.Q ~ Job Code: 23-022

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for providing early childhood mental health consultation support to Head Start and Early Head Start staff, children and families. Will provide a broad range of services, including early childhood mental health consultation in classroom; training and coaching staff; screening, assessment and referral services; and providing parent trainings. Will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards and Tribal/State regulations.

Education/Experience: Master's degree required, preferably in Social Work, Counseling, Psychology, or related field. Clinical license highly desirable. Must have experience in infant and early childhood mental health consulting, screening, staff training, and family work. Minimum of two years of experience observing, assessing, planning, coaching, and implementing individual and group activities for young children and families, including those with, mental health, behavioral issues and disabilities.

Duties/Responsibilities: Assure the needs of children are met by assisting with the implementation of a Mental Health Treatment Plan, and/or Individual Education Plan (IEP), when appropriate. Attend Care Coordination meetings, evaluation results meetings, service plan meetings, for children enrolled in Head Start/Early Head Start to ensure all parties are informed and collaborative efforts are made to provide the appropriate services in all environments. Guide and educate parents and staff on developmentally appropriate guidance techniques for children with behavior and/or mental health concerns.

Anishinaabe Language & Culture Development Coordinator ~ Education ~ D.O.Q ~ Job Code: 23-024

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Coordinate programming and provide guidance, training and technical assistance to families, staff and providers in Ojibwemowin and cultural knowledge using early childhood best practices. Will work diligently to impart Anishinaabe teachings throughout programs including extending into the communities.

Education/Experience: A.A, B.S or B.A. in Early Childhood Education or K-6 is preferred. Knowledge of language immersion/revitalization efforts is preferred. High school Diploma or General Education Diploma (G.E.D) is required.

Duties/Responsibilities: Provide guidance to ensure that the language plans for staff, families and the community are inclusive of Ojibwemowin and Culture. Coordinate the development of Ojibwemowin training and resources.

Gekinwaa'amaaged (Teacher) (4) ~ Education ~ D.O.Q ~ Job Code: 23-025

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: In a team environment, works to create a respectful learning and working atmosphere while providing care for infants and toddlers. Receives mentorship, training and experience to build necessary skills. Develops a nurturing relationship with each child. Collaborates with Maajiigin team to expand and deepen both Ojibwe language and cultural skills. Responsible to continue to attain and impart Ojibwe-Anishinaabe knowledge values and language to families, children and staff.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Possess and Infant/Toddler CDA or A.A. Degree in Early Childhood Development. CDA certification preferred, willingness or in process of obtaining is acceptable.

Duties/Responsibilities: Be knowledgeable of and comply with Maajiigin and LLBO policies, the Leech Lake Child Care Licensing requirements and the Child Care Service Policies and Procedures. Complete and follow learnings plans (lessons). Assess and document each child's development through regular observations and reflection.

Naagaanizid Gekinwaa'amaaged (Lead) ~ Education ~ D.O.Q ~ Job Code: 23-026

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Works to create a respectful learning and working atmosphere while providing care for infants and toddlers. Receives mentorship, training and experience to build necessary skills. Develops a nurturing relationship with each child. Collaborates with Maajiigin team to expand and deepen both Ojibwe language and cultural skills. Responsible to continue to attain and impart Ojibwe-Anishinaabe knowledge, values, and language to families, children, and staff.

Education/Experience: AA degree in Early Childhood Development: CDA plus years of experience may be considered. Demonstrated leadership skills required, supervisory experience preferred.

Duties/Responsibilities: Ensure that the learning team meets regularly to set goals, develop plans and discuss progress of program activities. Ensure that child development is assessed and recorded through regularly documented observations and reflection. Share Ojibwe language materials and learning goals with families.



Infant Toddler Teacher (Onigum) (2) ~ Education ~ \$17.20/hr ~ Job Code: 23-029

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classroom contribute to the growth and development of each child.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Enroll in and attain a Pre-School CDA within first year of employment.

Duties/Responsibilities: Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.

Infant Toddler Teacher (Ball Club) (2) ~ Education ~ \$17.20/hr ~ Job Code: 23-030

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classroom contribute to the growth and development of each child.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Enroll in and attain a Pre-School CDA within first year of employment.

Duties/Responsibilities: Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.

Pre School Team Leader ~ Education ~ D.O.Q ~ Job Code: 23-031

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for ensuring that the classrooms contribute to the growth and development of each child. Guides the planning and implementation of a comprehensive child development program that meets or exceeds the Head Start Performance Standards. Responsible for the day to day operations of the ECD Classrooms in assigned center.

Education/Experience: Possess a minimum of an AA or BA degree in Early Childhood Education or related field. Supervisory experience within the past two years is preferred. Experience working with pre-school children is preferred.

Duties/Responsibilities: Supervision of classroom staff in HS/EHS to ensure compliance with: Leech Lake Band of Ojibwe Personnel Policies, Head Start Performance Standards, Leech Lake ECD Goals and Objectives, Leech Lake Early Childhood Policies and Procedures, and Leech Lake Child Care Licensing requirements. Provide and deliver developmentally culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills, and creative arts.

Community Food Systems Coordinator ~ Health ~ \$19.00/hr ~ Job Code: 23-032

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Coordinate the development and support of a reservation community food system that works in conjunction with internal divisions, departments, and programs, federal and state agencies, outside organizations agencies and partnerships including other tribal partners, community, growers, and vendors, educational and public events. The objective is to increase equitable access to healthy and affordable food for all LLBO community members through production, acquisition, processing, and related food system development.

Education/Experience: Bachelor's degree in Public Health, Agriculture, Urban Planning, Public Policy or other food system related field required. Minimum of 3 years relevant community food systems related experience. Combination of coursework and experience may be considered.

Duties/Responsibilities: Responsible for initiating research and advising on food policy issues, conducting studies, development plans and strategies for Food System projects. Coordinate food system programs and promote events on the Leech Lake Reservation.



Food Distribution Support Aide ~ Health ~ \$15.00/hr ~ Job Code: 23-033

BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for the safe and efficient pickup and delivery of product within the LLBO boundaries and North Central region of Minnesota.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Can acquire valid MN Driver's license in a reasonable amount of time.

Duties/Responsibilities Assist with Pickup of product from farmers/butchers and assisting with required paperwork. Ensure sanitary conditions for food products including temperatures during transport. Check orders for accuracy when loading and unloading, record shortages/overages or product damages on invoices.

Solid Waste Yard Attendant ~ DPW ~ \$15.00/hr ~ Job Code: 23-034

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: To assist in the operation and maintenance of the Leech Lake Reservation Solid Waste Department.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred.

Duties/Responsibilities: Interact with community members regarding proper disposal of waste by category and recycling efforts. Keeping the work and shop site clean of scattered rubbish and debris. Ensure safety, effective operation and maintenance of the Solid Waste Program.

Lead Nurse (A.R.C) ~ Human Services ~ D.O.Q ~ Job Code: 23-035

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Provides management, direction and supervision of Licensed Practical Nurses. Provides medication safety training to unlicensed staff. Will oversee the medication management system for ARC. Revise / update written medication policies and procedures. Advocate for the health and overall well-being of ARC residents.

Education/Experience: Current RN licensure is required, with at least two years of experience in mental health, chemical health, clinical or primary care setting. Bachelor's Degree in Nursing from an accredited institution. Coursework/clinical included Public Health Nursing education preferred. Public Health Nurse (PHN) Certification is preferred.

Duties/Responsibilities: Implements and maintains record keeping system for residents' protected health information in accordance with HIPAA. Assists in obtaining doctor's orders for residents. Demonstrate competency and use of the nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation).

Cook (A.R.C) ~ Human Services ~ D.O.Q ~ Job Code: 23-036

BCA REQUIRED

Summary: Responsible for maintaining supplies and planning/preparing meals at the Halfway House to ensure a healthy and nutritionally balanced diet for all residents.

Education/Experience: High School Diploma or General Education Diploma (G.E.D).

Duties/Responsibilities: Prepares meals to meet nutritional guidelines.

Cleans kitchen equipment and appliances daily, ensures that table is set, dishes cleared, dishwasher stacked and unstacked following each meal. Inventories freezer and storeroom, places weekly grocery order with food distributor, working within established budget guidelines, processes shipment upon receipt.

Truancy Case Manager ~ Human Services ~ \$24.70/hr ~ Job Code: 23-037

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for the implementation of the Truancy program for the Leech Lake Child Welfare Department. The goal is to prevent and reduce truancy of Leech Lake children and youth attending area schools.

Education/Experience: Associates Degree in Education, Social Work or other related field is required. Experience in planning and offering services to American Indian children and families is required. Experience in Microsoft Office applications is preferred.

Duties/Responsibilities: Conduct home visits to educate parents/guardians of options available to resolve truancy problems upon referral. Develop case plan with parents and student to assist in resolving truancy issues. Identify resources and advocates for family to receive services from agencies that may assist in resolving truancy.



Community Health Representative (2) ~ Health ~ \$15.00/hr ~ Job Code: 23-038
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED
PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provision of individual assessment, therapeutic and follow-up services.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Must successfully complete the online CHR Basic Training Course within first year of employment.

Duties/Responsibilities: Provide transportation to medical appointments for dialysis, cancer, elder, diabetic and handicapped clients. Provide monitoring and assessment on a daily basis through home contacts in individual service areas. Provide follow-up care on medical referrals made by Public Health Nurses, hospital staff and other health professionals.

Shelter Technician (Bena Shelter) (3) ~ Human Services ~ \$16.00/hr ~ Job Code: 23-040
BCA REQUIRED

Summary: Will serve as a facilitator for individuals and families of the Leech Lake Homeless Shelter (LLHS), performing all day-to-day intakes, assessment and operations, such as helping people achieve self-sufficiency; including setting goals and accessing resources and referrals for employment, childcare and housing opportunities.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Associates Degree from an accredited college in human services field preferred, or equivalent leadership experience directly related to supervisory tasks in group/residential setting preferred. Must have Food Safe Serve Certificate and current CPR and First Aid for adult, child, and infant within three months of employment. Must be Homeless Management Information System (HMIS) certified within three months of employment.

Duties/Responsibilities: Assist with ordering, purchasing and preparing all food and supplies for the Shelter. Assist Shelter Manager with new client application, interview and intake process. Support guests, monitor, and assess behavior and well-being.

Intake & Assessment Mental Health Case Manager ~ Human Services ~ D.O.Q ~ Job Code: 23-041
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Provide Intake and Assessment services, MNsure navigation, and backup Crisis Response Team Mental Health Practitioner during regular business hours to children and adults who need mental health services and reside on or near the Leech Lake reservation.

Education/Experience: Bachelor's degree in Social Work, Psychology, Counseling, or related field required. Mental Health Practitioner qualification preferred. [Bachelor's degree in a Behavioral Science or related field from an accredited college or university and meets requirements for supervision and continuing education with 2000 hours of documented mental health services. May also meet eligibility by meeting only one of the requirements listed: If no BA, must have completed 4000 hours of verifiable supervised experience in the delivery of services to adults or children with any of the following: mental illness, substance use disorder or emotional disturbance.] Licensed Social Worker preferred. Completion of Target Case Manager training within one year of hire.

Duties/Responsibilities: Receives referrals for needed mental health services from a variety of sources, including self-referrals, child welfare, schools, and inpatient hospitals. Completes intake paperwork, releases of information, and consents to services as required. Determines need, eligibility, and level of needed services, and provides referral to appropriate providers.

Watercraft Inspector (2) ~ DRM ~ \$15.00/hr ~ Job Code: 23-042
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for inspecting watercrafts entering and existing lakes around the Leech Lake Reservation. Will assist with maintaining CD3 units and doing outreach for special events as scheduled.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. Prior Experience with aquatic invasive species preferred. Proven experience as a good crew leader preferred.

Duties/Responsibilities: Work under the direction of DRM Botanist and collaborate with additional watercraft inspection programs in the area. Provide boat and equipment decontamination. Collect field data for the purpose of progress reports, plus maintain a daily log of activities.



Seasonal Invasive Species Crewmember (2) ~ DRM ~ \$15.00/hr ~ Job Code: 23-043

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for assisting the DRM Botanist or Crew Leader with a multitude of projects throughout the field season, in which many of these projects deal with the control of invasive species found within the Leech Lake Reservation and Chippewa National Forest.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) with interest and experience in the control of non-native invasive species required. Currently perusing an A.S. or B.S. degree in Natural Resources Management, Biology, Forestry or equivalent studies preferred.

Duties/Responsibilities: Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation. Work under the direction of the Botanist and/or crew leader to implement a variety of control methods for invasive species (mechanical control, bio-control release, etc). Travel with crews on the reservation on a regular basis.

Emergency Medical Technician (EMT) Attendant (4) (Part Time) ~ Health ~ D.O.Q ~ Job Code: 23-044

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: To adequately staff the ambulance service with certified Emergency Medical Technicians and to provide 24-hour medical services.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Hold current certification or documentation in a Department of Transportation approved Emergency Vehicle Operators course or complete within 3 months of hire. Must complete within 3 months of hire all advanced life support variances that are apart of the ambulance service protocol.

Duties/Responsibilities: Adhere to ambulance policies, procedures, standing orders and protocols. Responsible for; maintaining ambulance unit's cleanliness, restocking of equipment, maintaining work/office space as assigned, completing documentation for all ambulance calls, and gathering insurance information and HIPPA privacy information on each patient.

Emergency Medical Responder (EMR) (4) ~ Health ~ D.O.Q ~ Job Code: 23-045

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: To adequately staff the ambulance service with certified Emergency Medical Technicians and Emergency Medical Responders to provide 24-hour medical services.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Current Emergency Medical Responder (EMR) registered with the Minnesota Emergency Medical Service Regulatory Board. Hold current certification or documentation in a Department of Transportation approved Emergency Vehicle Operators course or obtain immediately upon hire.

Duties/Responsibilities: Responsible for; maintaining ambulance unit's cleanliness, restocking of equipment. Maintaining work/office space as assigned. Completing documentation for all ambulance calls, and gathering insurance information and HIPPA privacy information on each patient.

Administrative Office Manager ~ Tribal Development ~ D.O.Q ~ Job Code: 23-046

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Will also assist the Tribal Development Director with administrative duties that include office management, administrative management and personnel management.

Education/Experience: Bachelor's Degree in Administration is preferred. Associate's Degree or at least a High School Diploma or General Education Diploma (G.E.D) with 5 years of experience in a related field required.

Duties/Responsibilities: Maintain schedule and appointment calendars for entire office staff. Resolve accounting issues regarding invoices, disbursement vouchers, accounts payable and purchase orders. Assist with research and gather pertinent information for planner/developer/grant writers.



Planner/Developer (2) ~ Tribal Development ~ D.O.Q ~ Job Code: 23-047

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: To provide assistance, guidance and support to the businesses and programs sponsored by the Leech Lake Tribal Council in the areas of economic and community development, as well as grant research and writing.

Education/Experience: Bachelor's Degree in planning, business or public administration or related field is required. Minimum two years' experience in all aspects of business planning and development preferred. Minimum two years' experience in complex project planning and development preferred. Minimum two years' experience in grant writing, grant management, program planning and program administration preferred. Minimum two years' experience in utilizing planning and business models and tools to create comprehensive plans and strategies preferred. Minimum two years' experience in tribal government preferred.

Duties/Responsibilities: Assist the Tribal Council and its divisions in the development and advocacy of the Reservation's comprehensive social and economic development programs, plans and ventures. Coordinate the development of short and long term plans for Reservation resources, including community development, housing, transportation and infrastructure.

Advocate (Family Violence Program) ~ Human Services ~ D.O.Q ~ Job Code: 23-049

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Provide general support and service to battered women and children. Advocate on behalf of the women in seeking housing, employment and services related to seeking safety for victim and children. Assists in obtaining orders for protection and harassment orders. Provide prevention services when appropriate and requested.

Education/Experience: High School Diploma or General Education Diploma (GED) is required. Advocacy training is preferred.

Duties/Responsibilities: Develop and maintain a working relationship with local law enforcement agencies, the criminal justice system and work collaboratively in understanding the dynamics of victim services. Responsible for individual case management, complying with program policies and procedures, and follow client services protocol.

Driver (Part time) (O.T.P) ~ Human Services ~ \$16.75/hr ~ Job Code: 23-050

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Provide safe and reliable transportation services to clients of the Opioid Treatment Center.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required.

Duties/Responsibilities: Transport patients to and from appointments at the Opioid Treatment Center and Health Care Facilities. Maintain vehicle mileage reports, service records and logs. Vehicle maintenance and cleaning.

Driver (A&D) ~ Human Services ~ \$16.75/hr ~ Job Code: 23-051

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

Summary: Responsible for transportation of Leech Lake Adolescent Outpatient Program clients. Transportation is provided for the purpose of treatment facilitation and related services for adolescent clients of the program.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Knowledge of and experience with chemical dependency treatment preferred.

Duties/Responsibilities: Provide transportation services to clients, as assigned, in a courteous, respectful manner. Reports to counselors about: client non-compliance and other program policies that interfere with transportation scheduling. Maintain/submit monthly records on vehicle usage, mileage and client services

Billing Specialist ~ Health ~ D.O.Q ~ Job Code: 23-052

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible to assist in maximizing revenues of the Leech Lake Health Division Clinics and Nursing Programs, submitting claims for reimbursement, processing revenue payments, and assisting with provider education.

Education/Experience: A.A. Degree in Medical Coding and Billing required. Completed formal courses in: medical terminology and diseases, anatomy, physiology, legal aspects of medical records, coding and abstraction of data, statistics, databases, quality assurance methods and computers preferred. Certified Medical Record Technician preferred or extensive experience in Tribal billing practices.

Duties/Responsibilities: Ensure that all information about the patients, including symptoms, medical history, and results of examinations, reports of radiology and laboratory tests, diagnoses and treatment plans are reported in the medical field. Work with IHS Medical Records and Coding staff to organize and evaluate the medical records for completeness and accuracy. Complete and submit electronic or paper insurance claims for all billable visits.



Patients Benefits Coordinator ~ Health ~ D.O.Q ~ Job Code: 23-053

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Educates clients and other staff on public assistance applications, health care programs and the Affordable Care Act.

Education/Experience: High School Diploma or General Education Diploma required. Post-secondary education preferred. Knowledge of Medicare/Medicaid, SSA, County DHS Offices, Tribal Programs and other related agencies policies and procedures preferred. Ability to review and analyze data.

Duties/Responsibilities: Identify client's/patients' eligibility for Medical Assistance Programs, Social Security Programs/Medicare, Veteran's Programs and Benefits and all other alternative resource health assistance programs. Review client information to clarify and/or verify facts and completes data/reports required for case management. Assists in resolution of problems or complaints from clients regarding eligibility, which may include assisting in the Appeal Process of Health Care Program denials.

WIC & Nutrition Registered Dietician (2) ~ Health ~ D.O.Q ~ Job Code: 23-054

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provide oversight to High Risk Cases within the WIC and Nutrition Program.

Education/Experience: Licensed Registered Dietician from an accredited educational institution required. Must have knowledge of Anthropometrics and Hematological Data Techniques. Minnesota Department of Health -WIC operations State/Federal training is required.

Duties/Responsibilities: Nutrition Assessment (diet and health history). Provide Nutrition/Breastfeeding Education to participants. Determine eligibility and certify participants for program.

Advanced Practice Provider ~ Health ~ D.O.Q ~ Job Code: 23-055

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provide primary health care services within the Tribal operated, community based clinics.

Education/Experience: Minnesota State License of Nurse Practitioner (NP) or Physician Assistant (PA-C) is required. Two years of primary health care experience in a tribally operated, Indian Health Service Program, or rural clinic is preferred.

Duties/Responsibilities: Education of and effective communication with those serve, concerning the diagnosis and treatment of their medical conditions, appropriate preventative measures and used of the health care system. Adequate and appropriate transfer of information when clients are referred to another health care provider. Assist individuals to assume responsibility for the prevention of illness and promotion, maintenance and restoration of health.

Security (A.R.C) ~ Human Services ~ \$18.00/hr ~ Job Code: 23-056

BCA REQUIRED

Summary: Secures premises for residents, staff, and visitors by patrolling property; monitoring surveillance equipment; inspecting building, equipment, and access points; permitting entry. Obtains additional assistance by alerting the appropriate authorities when needed. Provides written documentation of unusual or suspicious activity.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required.

Duties/Responsibilities: Routinely patrol interior and exterior of building to provide general and equal coverage. Provide security coverage for offsite activities as needed. Provide written reports including but not limited to, incident reports and shift summaries.

Billing Specialist ~ Human Services ~ \$22.00/hr ~ Job Code: 23-057

Summary: Responsible for Human Services Programs as assigned to know billing systems as needed to complete billing processes, track MA billing and whom are eligible, and also monitor and develop policies and procedures for efficient billing protocols.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Familiar with medical terminology and diagnosis preferred. Associates degree in Business Management or related field preferred. Knowledge in administration, finance/budgeting and/or program development preferred. Experience working with SSIS preferred.

Duties/Responsibilities: Contact various State agencies and private insurance carriers to verify current eligibility for third party billing. Informs programs on MA ineligible billings for the pursuance of revenue on services performed. Implement use of Procentive to ensure billing is ready to be processed for payment.



Adolescent & Maternal Child Health Manager ~ Health ~ D.O.Q ~ Job Code: 23-058

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Supervises the Maternal Child Health nurses (MCH), Car Seat program, and the employee testing procedures. Responsible for continuous supervision and growth of each program and meeting the needs of the communities within the Leech Lake Band.

Education/Experience: Licensed Registered Nurse, or Public Health Nursing Certification is required. Minimum two years' experience in a Public Health is preferred.

Duties/Responsibilities: Responsible for the MCH, Car Seat Program and growing a Preventative Service Representative program. In these programs the manager will be responsible for all state and LLBO reporting, along with the hiring, supervision, training, evaluations for staff working in these programs. Responsible for working with the contact investigator to uphold the LLBO COVID-19 policy for employee testing.

Maternal Child Health RN (3) ~ Health ~ D.O.Q ~ Job Code: 23-059

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Works with women (prenatal and post partum) at the highest risk for having poor birth outcomes; providing home visits, acting as a referral source for clients, making physical assessments, screening for risk factors and setting goals for the client with follow-up made through the first three years of the child's life.

Education/Experience: Licensed Registered Nursing or Public Health Nursing Certification is required. Prefer experience in Public Health but are willing to train for position.

Duties/Responsibilities: Makes physical assessments; screening for risk factors; case management, smoking status assessment, housing assessment, domestic violence assessment, depression screening and substance abuse assessment. Provide community educations & trainings: Group Sexual Education and prevention classes.

Home Healthcare RN Manager ~ Health ~ D.O.Q ~ Job Code: 23-060

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for the management of Home Healthcare nurses and the growth of the program. Ensuring that our constituents are receiving the best care and are being advocated for. Responsible for providing medical cares to our community members in their homes, while also working as a liaison in accessing other services our clients may need.

Education/Experience: Current RN, with at least two years of experience in Long Term Care facility, Primary Care or Home Care. Management experience preferred.

Duties/Responsibilities: Ensure all LLBO and state requirements for trainings, certifications and personnel files are kept up to date and current with reporting requirements. Responsible for overseeing program nurses and regular auditing of patients care plans. Responsible for hiring within the program.

Home Healthcare RN (2) ~ Health ~ D.O.Q ~ Job Code: 23-061

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for providing medical cares to our community members in their homes, while also working as a liaison in accessing other services our clients may need.

Education/Experience: Current RN, with at least two years of experience in Long Term Care facility, Primary Care or Home Care.

Duties/Responsibilities: Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care.

Home Healthcare LPN ~ Health ~ D.O.Q ~ Job Code: 23-062

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for providing medical cares to our community members in their homes, while also working as a liaison in accessing other services our clients may need.

Education/Experience: Current LPN, with at least two years of experience in Long Term Care facility, Primary Care or Home Care.

Duties/Responsibilities: Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care. Setting up medications, and evaluating client's compliance. Demonstrate competency and use of nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation).



Registered Dietitian (Diabetes's Program) ~ Health ~ D.O.Q ~ Job Code: 23-063

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provide expert Medical Nutrition Therapy, Diabetes Self-Management Education and consultation to the Leech Lake Reservation. Raise awareness of healthy nutrition on the Leech Lake Reservation to the highest level possible by managing or preventing nutrition-related diseases with a strong focus on pre-diabetes, diabetes, heart disease, obesity and cancer.

Education/Experience: Bachelor's degree in Dietetics, Human Nutrition, Nutrition Education, Food and Nutrition, or Food Services Management required. Must be a Registered Dietitian licensed in the State of Minnesota.

Duties/Responsibilities: Provide nutrition consultation in tribal health programs, diabetes program, elderly nutrition program, Head-Start programs, day care centers, Tribal schools, food programs and WIC programs as it relates to diabetes prevention and management. Assist with menu development for programs seeking diabetes management and prevention related menus. Will provide comprehensive and general Medical Nutrition Therapy, education and care to patients, their families, and the community in multiple settings; e.g., clinics, hospital, homes, community centers, and schools.

Disease Intervention Specialist LPN ~ Health ~ D.O.Q ~ Job Code: 23-064

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Works closely with Disease Intervention Specialist/RN and Disease Intervention Specialist to provide culturally appropriate sexually transmitted infections (STI)/health education, information and outreach in the communities, rapid testing of Hep C/HIV, educate on harm reduction services such as safe use, needle exchange, wound care, overdose prevention and Naloxone training. May act as a peer support worker (where applicable) assuring that people access the coverage and services needed.

Education/Experience: Licensure as a Licensed Practical Nurse or able to obtain within 6 months. High School Diploma or General Education Diploma (G.E.D) required. Preferred knowledge of health education/ sexually transmitted infections (STI's) and harm reduction. Preferred life Experience or knowledge of substance use disorders. Must be chemically free for 2 years, preferred 4 years.

Duties/Responsibilities: Contact potentially infected persons to encourage testing and treatment, provide education, and obtain information on other potentially infected persons; emphasize sex partner referral and persist in identifying sex partners; pursue locating and identifying information; apply CDC standards to negotiate an HIV/STD risk reduction plan; establish specific contracts and coach patients. Initiate prompt communication with patients/clients (contacts) through text, phone calls, email and other communication platforms as necessary.

Wetland Specialist ~ DRM ~ D.O.Q ~ Job Code: 23-065

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for implementing the LLBO Wetland Program plan, writing grants and building program capacity, conducting wetland monitoring, permit review, and leading restoration efforts.

Education/Experience: A minimum of a Bachelor's degree in Biology, Natural Resource Science, Environmental Science or similar degree, or currently in final semester to obtain the aforementioned level of education required. Master's degree in Biology, Environmental studies or similar degree with a focus in wetland related studies.

1-2 years' experience working in wetland ecology, wetland delineation, or wetland related work preferred. Experience and/or certification in wetland delineation using the U.S. Army Corps of Engineers Wetlands Delineation Manual (1987) preferred.

Duties/Responsibilities: Collect data using various methods and equipment types in wetlands often in remote areas. Participate on various committees and workgroups in wetlands issues. Participate in the preparation of reports on collected data.

Transportation Dispatcher (Part time) ~ Fleet Management ~ \$16.50/hr ~ Job Code: 23-066

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Answer telephone calls, maintain a message log of all calls and deliver messages to the appropriate vehicle operators.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Basic computer skills required.

Duties/Responsibilities: Perform in full capacity as main dispatch center. Inform management of shift activity by maintaining operational and driver reports/records. Must have a complete knowledge of travel locations and addresses.



Transportation Vehicle Operator (3) ~ Fleet Management ~ \$15.00/hr ~ Job Code: 23-067

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: To provide transportation in connection with tribal transportation of for the Leech Lake Band of Ojibwe employees, casino employees and guests, students, and the public.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred.

Duties/Responsibilities: Provide transportation services for the public. Implements approved Policies and Procedures, controls and directives to affect deficiencies for the attainment of LLBO's objectives and goals while safeguarding all assets relative to the Transportation operations. Provide daily reports to management.

Transportation Vehicle Operator (Part time) (2) ~ Fleet Management ~ \$15.00/hr ~ Job Code: 23-068

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: To provide transportation in connection with tribal transportation of for the Leech Lake Band of Ojibwe employees, casino employees and guests, students, and the public.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred.

Duties/Responsibilities: Provide transportation services for the public. Implements approved Policies and Procedures, controls and directives to affect deficiencies for the attainment of LLBO's objectives and goals while safeguarding all assets relative to the Transportation operations. Provide daily reports to management.